

# Yakima Valley Libraries

## Board of Trustees

*Regular Meeting*

4:00 p.m. – Monday, June 23, 2014

Yakima Central Library Boardroom

### I OPENING OF MEETING:

**Board Member Present:** President Melba Fujiura, Vice-President Pamela J. Perryman  
Secretary Del Rankin, Trustee Jerry Maggard, Trustee Glenn Rice

**Staff Present:** Director Kim Hixson, Human Resources Director Darline Charbonneau,  
Administrative Coordinator Terri Reeder, Community Library Resources Manager  
Charlotte Hinderlider, Managing Librarian Cathy Rathbone

a. Call to Order

President Fujiura called the meeting to order at 4:00 p.m.

b. Determination of quorum

President Fujiura determined a quorum of the Trustees was present.

c. Recognition of visitors

One visitor was welcomed.

d. Approval of the agenda

e. President Fujiura approved the agenda as presented.

### II Open Forum

This is an opportunity for any person to speak to the Trustees about any issue on the Agenda. Time per speaker may be limited.

### III Meet the Staff

Director Hixson presented Managing Librarian Cathy Rathbone and Community Library Resources Manager Charlotte Hinderlider to the Trustees. Hixson remarked that both the Yakima Sunrise Rotary and Yakima Junior League provided grants to help support the library's success of STEM and Summer Reading Programs. Ms. Rathbone and Ms. Hinderlider provided a demonstration of two STEM activities which are used to teach children about science, technology, engineering and mathematics. Afterward, the Board enthusiastically acknowledged and thanked the staff for their presentation and demonstration.

### IV Consent Agenda

*The consent agenda is a grouping of ongoing regular items that are presented to the Trustees for approval. Any of the items can be broken out and questions may be asked at any time regarding any of the items:*

- a. Approval of the May 19, 2014 minutes
- b. Approval of financial statements
- c. Approval of payroll and benefits
- d. Approval of expenditure vouchers

President Fujjura asked if there were any changes or modifications to the Consent Agenda. The Trustees reviewed the list of claim vouchers and asked questions regarding various vendors and expenditures.

**MOTION:** Trustee Maggard moved to adopt the Consent Agenda to include the May minutes, May financial statements, May General Fund to include Payroll and Benefits warrants, May Accounts Payable warrants, May voided warrants. Trustee Perryman seconded the motion. *Motion unanimously passed.*

**General Fund**

**Payroll Warrants**

320056	to	320063		\$53,096.01
320064	to	320074	<i>Void – never issued</i>	0.00
320075	to	320085		101,632.46
Direct Deposit ACH Transfer to Key Bank				91,627.47
Direct Deposit ACH Transfer to Key Bank				<u>93,088.77</u>
<i>Total Payroll and Benefits</i>				<u>\$339,444.71</u>

**Accounts Payable Warrants**

73081	to	73115		\$104,774.28
73116	to	73121		4,167.38
73122	to	73162		77,665.74
73163	to	73165		11,942.99
73166	to	73188		37,012.25
73189	to	73215		<u>24,629.16</u>
<i>Total AP Warrants</i>				<u>\$260,191.80</u>

*Total Warrants Disbursed*      **\$599,636.51**

**Voided Warrants**

72397	to	72397		\$11.00
72615	to	72615		30.54
73053	to	73053		25.00
320064	to	320074	<i>void-never issued</i>	<u>0.00</u>
<i>Total Voids</i>				<u>\$66.54</u>

- V **Unfinished Business**
  - a. Status of the Collection

Information

Director Hixson reported that as of May 31, the actual funds spent year-to-date and encumbered bring the collection to 34 percent of allocated budget. As of the May 2014 Amended Budget, the unspent funds from 2013 have been added to the Collection Budget bringing the total from \$970,600 to \$1,124,565.

The Selectors continue purchasing new materials under the direction of Collection Development Library LeNee Gatton. All YVL librarians participate in this process allowing a broader selection scope. Ongoing weeding in the branches allows space for new items from the collection to fill the shelves. Staff report that the patrons are excited about the new and fresher collection available.

Hixson announced that the new *Library Now App* is a popular feature among patrons. Information about this and Boopsie App through the Washington State Library is displayed on our website.

- b. Sunnyside Community Library Remodel Information  
Director Hixson referenced the scope of services for the Sunnyside Library remodel found in the Board packet. The Trustees discussed aspects of the information provided and details of the task list. Trustee Maggard commented that going through the architect for primary work-order contracts is essential; however, there are renovations on the task list that could be handled through YVL's Facilities department. Hixson agreed and said that BORArchitects will assess and recommend projects that our organization could handle without the means of their professional involvement.

Discussion ensued regarding the Sunnyside Library windows. Hixson asked the Board if they preferred the glass be replaced with double panes. The Trustees agreed with this proposal.

Hixson specified that if the small staff restroom is to remain in use, it must be brought up to code and designed for disability access. It was verbally noted that West Valley Library employees use the public restrooms and do not have private facilities.

## VI New Business

- a. 2015 Budget Calendar Motion  
Hixson remarked that the purpose of the 2015 Budget preparation calendar is to inform the Trustees, staff, and the public about the budget process. The calendar is presented for approval by the Trustees.

**Motion:** Trustee Maggard moved to adopt the 2015 Budget Calendar. Trustee Perryman seconded. *Motion was unanimously passed.*

- b. Technology Plan First Reading  
Director Hixson said due to recent events involving YVL's technology system, it is apparent that an in-depth policy is needed. The Technology Plan included in the Board packet is a first read draft for a proposed policy to address our technology system's concerns. Hixson said she gathered the core of this information from what other libraries used in their

technology policies as well as the County's Technology Policy. The Trustees reviewed the draft document. Trustee Rice suggested the policy be sent to the library's attorney for a legal evaluation. Hixson responded she will have the document sent out for attorney review.

## VII Community Libraries

*Wapato Community Library:* The City of Wapato is coordinating efforts with YVL to have new carpet installed in the building. Director Hixson announced that the project may take up to 15 days to complete – YVL staff will recommend to the City of Wapato that the latter half of September would be a good time to schedule the project. During that time, staff will be relocated to work in other libraries. Trustee Maggard asked if the City is paying for the installment. Hixson confirmed that they are. Maggard cited that the carpet needs to be a commercial grade. Hixson offered to check on that detail. She stated the biggest component of the project will be moving the books and shelving.

**Motion:** Trustee Rice moved to approve closing the library for installation of new carpet at the Wapato Library up to fifteen days. Trustee Rankin seconded. *Motion was unanimously passed.*

*Relander Collection:* Director Hixson relayed a recent event in which Archive Librarian Terry Walker received a call from an elderly woman who lives out-of-state and is interested in donating dated manuscripts and maps to the library's Relander collection. The woman expressed concern indicating the materials are fragile and might be damaged if shipped. A motion was presented at the meeting to further research the details to determine a safe way to transport the materials to the library.

**Motion:** Trustee Rice moved to explore options for transporting donated archive materials to Yakima Valley Libraries' Relander Collection. Trustee Maggard seconded. *Motion was unanimously passed.*

*New Law:* Director Hixson reported that a new law (ESB 5964) establishes new training requirements for Library Trustees regarding open public meetings. A webinar featuring Nancy Drier, the lawyer who is the point person regarding the implementation of this law at the Attorney General's office, will be presented to the Public Library Directors at their July 10<sup>th</sup> meeting. Hixson said she will share the details of the training with the Trustees.

## VIII Announcements, & Calendar

- a. ALA Annual Conference in Las Vegas: June 26/July 1  
Managing Librarian Francisco Garcia-Ortiz and Board Trustee Melba Fujiura will attend the conference.
- b. Summer Reading Program: June 9-August 16  
Sign-ups are showing a strong turn-out this year for SRP.

*Genealogy Workshop:* Director Hixson invited the Board to attend tonight's Genealogy Workshop presented by Archive Librarian Terry Walker and will held at Yakima Central Library.

*Transit bus route:* a question was posed asking why the transit bus system doesn't include Third Street in its route. A drop-off and pick-up option would allow closer access for patrons to the library's front doors. Trustee Rice recommended the Yakima Transit Bus headquarters be contacted to initiate the suggestion. Director Hixson took note of this recommendation.

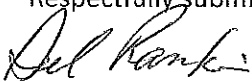
**IX Adjournment**

President Fujiura adjourned the meeting at 5:00pm.

**Motion:** Trustee Rice moved to adjourn the meeting. Trustee Maggard seconded. *Motion was unanimously passed.*

Next meeting will be  
Monday, July 28<sup>th</sup> at 4:00pm  
Regular Meeting  
Yakima Central Library Boardroom

Respectfully submitted,



Del Rankin  
Secretary